



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RETIREMENT BENEFIT CONSULTANT

Job Number: 21001308

Job Code: 37780V160901

Job Group: 3700 - INDUSTRIAL COMPENSATION AND INSPE

Job Established: 09/01/2016

Job Revised:

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Monitors and audits the implementation of a retirement benefit program, such as federal service purchase limitations, divorce orders, wage and service auditing or a similar program, in the administration of a multi-benefit statewide retirement plan; and performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of experience as a retirement counselor within a state administered retirement system.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional administrative experience in a state administered retirement system will substitute for the bachelor's degree on the basis of one year of experience for two years of college.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Monitors and audits the implementation of the benefit program to assure accuracy of work and compliance with state and federal laws and regulations. Assists in the implementation of state and federal law changes affecting specific benefit programs. Recommends policy, procedural and systems programming changes to improve accuracy and thoroughness of services provided. Interprets and applies laws and regulations governing the benefit program to staff and participants. Provides technical assistance to benefit supervisors, program managers and the division director. Provides training to staff in the technical aspects of benefit programs and problem areas uncovered through audits. Makes reports and recommendations to the retirement program manager regarding training needs, computer program needs and coordination of the benefit program. Reviews and recommends changes to administrative regulations governing specific benefit programs. Prepares statistical reports on workload and services provided. Prepares letters to agency official, members and other individuals to explain benefits and eligibility.

UNIQUE PHYSICAL REQUIREMENTS:

NONE

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.